

DEPARTMENT OF CHARITABLE GAMING INSTANT BINGO/SEAL CARD RECONCILIATION

INSTRUCTIONS

- When To Use:** Use this particular form to record all instant bingo and seal card sales during a bingo session. If additional sheets are necessary to record all of the sales, then please use the instant bingo/seal card reconciliation continuation sheet (Form 105-A) to do so.
- Organization:** Fill in the official name of the organization.
- DCG#:** Fill in the organization's unique DCG number assigned to it by the Department.
- Date:** Fill in the date of the bingo session.
- Bingo Manager:** Bingo Manager must sign and date this completed form within 48 hours of the completed bingo session.

BEGINNING INVENTORY OF OPENED DEALS CARRIED FORWARD FROM THE PREVIOUS BINGO SESSION

- Line 1** Enter the totals from Line 16, Column G (Take In) and Column H (Payout) from the previous instant bingo/seal card reconciliation (Form 105).

DEALS OPENED DURING THE BINGO SESSION

- Lines 2 through 9** Enter the following information for each deal that is opened during the gaming session. Remember, the information necessary to complete this form is located on the deal's flare.

A flare is a piece of paper/cardboard that is attached to a instant bingo/seal card deal that has the following printed information: game name, form number, serial number, card count, ticket price, free ticket count, amount of cash taken in and the amount of prizes paid out.

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|-----------------|-----------------------|--|
| Column A | <i>Serial #</i> | Enter the deal's serial number. |
| Column B | <i>Deal Name</i> | Enter the deal's name. |
| Column C | <i>Form #</i> | Enter the deal's form number. |
| Column D | <i>Ticket Price</i> | Enter the selling price for each ticket in the deal. |
| Column E | <i># of Tickets</i> | Enter the number of tickets in the deal. |
| Column F | <i># of Free Tkts</i> | Enter the number of free tickets in the deal. |
| Column G | <i>Take In</i> | Enter the deal's expected gross receipts. |
| Column H | <i>Payout</i> | Enter the deal's expected gross cash payout. |

- Line 10** Enter the totals from Line 22, Column G (Take In) and Column H (Payout) from Page 1 of the instant bingo/seal card reconciliation continuation sheet (Form 105-A).

- Line 11** Complete the following calculations:

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|-----------------|----------------|-------------------------------------|
| Column G | <i>Take In</i> | Add Lines 1 through 10 of Column G. |
| Column H | <i>Payout</i> | Add Lines 1 through 10 of Column H. |

Line 12 Enter the total amount of prizes being added to the instant progressive pot for this bingo session.

ENDING INVENTORY OF OPENED DEALS TO BE CARRIED FORWARD TO THE NEXT BINGO SESSION

Lines 13 through 15 Enter the following information for each deal that is opened during the gaming session and carried forward to the next bingo session. Remember, the information necessary to complete this form is located on the deal's flare.

Column A	<i>Serial #</i>	Enter the deal's serial number.
Column B	<i>Deal Name</i>	Enter the deal's name.
Column C	<i>Form #</i>	Enter the deal's form number.
Column D	<i>Ticket Price</i>	Enter the selling price for each ticket in the deal.
Column E	<i># of Tickets</i>	Enter the number of tickets in the deal.
Column F	<i># of Free Tkts</i>	Enter the number of free tickets in the deal.
Column G	<i>Remaining Take In</i>	Enter the deal's expected gross receipts.
Column H	<i>Remaining Payout</i>	Enter the deal's expected gross cash payout.

Line 16 Complete the following calculations:

Column G	<i>Remaining Take In</i>	Add Lines 13 through 15 of Column G.
Column H	<i>Remaining Payout</i>	Add Lines 13 through 15 of Column H.

Line 17 Enter the total amount of prizes awarded from the progressive pot for this bingo session.

TOTALS FOR THE BINGO SESSION

Line 18 Complete the following calculations. Remember to carry these totals forward to the Bingo Session Reconciliation Summary (Form 103):

Column G	<i>Total Sales Gross Receipts</i>	Line 11 less Line 16. (Line 11 – Line 16)
Column H	<i>Total Prizes Paid Out</i>	Line 11 less Line 12 less Line 16 plus Line 17 (Line 11 – Line 12 – Line 16 + Line 17)

CASH RECONCILED

Line 19 Enter the total amount of the instant bingo/seal card change fund.

Line 20 Enter the total amount of prizes paid by check.

Line 21 Enter the total amount of sales generated from Line 18, Column G (Total Sales Gross Receipts)

Line 22 Enter the total amount of prizes awarded from Line 18, Column H (Total Prizes Paid Out)

Line 23 Enter the total of Line 19 plus Line 20 plus Line 21 less Line 22.
(Line 19 + Line 20 + Line 21 – Line 22)

Line 24 Enter the total amount of the cash on hand for the instant bingo/seal card change fund

Line 25 Enter the difference between Line 23 and Line 24 (Line 24 – Line 23). If Line 23 is larger than Line 24, then a shortage exists. If Line 24 is larger than Line 23, then an overage exists.

INSTANT PROGRESSIVE POT

- Use this particular box to track the instant progressive prizes being carried over from session to session. Remember to carry these figures forward to the Bingo Session Reconciliation Summary (Form 103).